Guide for Parents/Guardians
How to Register, Request and Deliver Transcripts Electronically

This document provides parents/guardians of high school students with the following information about the Parchment electronic transcript service:

- An explanation of the e-Transcript Initiative and Parchment;
- The benefits of the Parchment Service;
- An overview of how the system works;
- What services are available to students and alumni;
- Helpful tips and contact information;
- Instructions for setting up an account;
- Instructions on how to add your school to your Parchment account and
- Instructions on how to request delivery of your transcripts.

Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Parchment to offer the Michigan e-Transcript Initiative. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 colleges and universities nationwide, as well as to third-party destinations.

Parchment

Parchment is the leading provider of educational records management services. Parchment manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Parchment is headquartered in Scottsdale, Arizona, with representatives throughout the United States.

Benefits of the Parchment Service

- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day, seven days a week through the school's website, the Michigan College Access Portal (MichiganCAP) or at Parchment.com.
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.

How the System Works

- To send a transcript, your child will go to the Michigan E-Transcript link on his/her school's website or the Michigan College Access Portal (MichiganCAP), which directs your child to Parchment's system. Your child will complete a one-time registration and identify the desired transcript recipient(s). *If your child is a minor, a parent or guardian must complete the registration process on his/her behalf.*
- The system promptly processes the order and notifies the sending school's administrator of the request via email. The sending school's administrator retrieves your child's transcript from the school's student

information system and electronically sends it to Parchment. Parchment then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.

- The receiving destination is notified via email that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Parchment system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via U.S. mail and instructions are provided for how to become an electronic recipient.
- Your child is notified via email every step of the way: 1) when the transcript request is received by Parchment, 2) when the sending school's administrator processes the request and 3) when the receiving destination's administrator downloads the transcript.

Services Available to Students

- The Parchment system keeps track of all transcripts your child sends throughout his/her college and career path.
- Your child has the opportunity to request his/her current transcript or the next grading period transcript.
- Your child receives email confirmations every step of the way, which eliminates anxiety and the need for follow-up with school staff.
- A Profile tab is available in the Parchment system to enable your child to update his/her information as needed throughout his/her college and career path.
- The Parchment system provides online training at your child's fingertips to help your child when requesting a transcript.
- Parchment provides your child the opportunity to import his/her college application ID directly onto his/her transcript, which enables the receiver to match up incoming documents.
- The database of electronic recipients is searchable and up-to-date. This means that your child does not need to know the address of the receiving destination.
- Your child can send transcripts to non-registered destinations. However, a fee is applied. This fee needs to be paid via credit card, debit card or cash card (cash cards are available at most local grocery stores and pharmacies). Please consult with your child's school on how to handle these requests.

Tips

- Become familiar with the Parchment Service. This document provided an overview, but more information is available on the CEPI website at www.michigan.gov/cepi.
- Complete the student online registration with your child as soon as possible. Doing this task now will save your child time when making his/her first e-Transcript request.
- Make certain that the information entered during the online registration is accurate. It is important that your child enters his/her first and last name as they would appear on the transcript, which will enable Parchment to easily match up the online request with the transcript Parchment receives from your child's school.
- Look for the Welcome Message upon your child's log-in. The school has the opportunity to post information regarding procedures specific to the school, such as how to handle fee-generating destinations, why a hold on a transcript may occur and dates when staff will not be available to process transcripts.
- Encourage your child to know the school's policy on sending transcripts to fee-generating destinations. This information may appear in the Welcome Message, in the student handbook and/or in the guidance counseling office.
- View the Profile tab feature in the Parchment system with your child. Make sure information is up-to-date and know the procedure to change it. If this information is not up-to-date, this may delay transcript processing.
- Complete a transcript request with your child. Make sure he/she becomes familiar with the destination selection buttons, the FERPA agreement acceptance, the fee collection screen (if fees apply) and the confirmation page. Selecting "Other Destination" when the destination already appears in Parchment's searchable database will incur fees.

- Remind your child to use the Application ID feature when requesting a transcript. The potential benefits of importing this ID into the online field are: 1) helps ensure a complete admissions submission and 2) a faster admission notification.
- Follow up with your child to make sure a transcript was requested for those postsecondary institutions, scholarship funds or employers that require one well in advance of the submission deadline.
- Remind your child to keep an eye out for the email notifications that he/she will receive. These notifications provide information to your child each step of the way.
- Make sure your child can locate the Transcript ID Number on the Order Status screen. This number is to be used for any inquiries pertaining to that transcript request.

Contact Information

If you have questions about the approval of your child's transcript request, contact the school. If you have questions about the receipt of a transcript sent by mail, contact the destination it was sent to. For all other questions, please visit Parchment's student support page at http://www.docufide.com/contact-us/students.

Setting Up Your Child's Account

A simple registration must be completed to set up an account, and only has to be completed one time. This one-time registration gathers basic student information to enable Parchment to match your child's request with the transcript data Parchment receives from the school. Through this account, your child can track the transcript requests he/she has made throughout his/her educational career.

Step 1: Go to your child's school's website, find the Michigan e-Transcript link, and click on it. Look for the link on the homepage, guidance counseling page and perhaps the alumni page.

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Step 2: Or you can log in directly at Parchment at the following link: www.Parchment.Com. Click on the **Sign In** button at the upper right hand corner.

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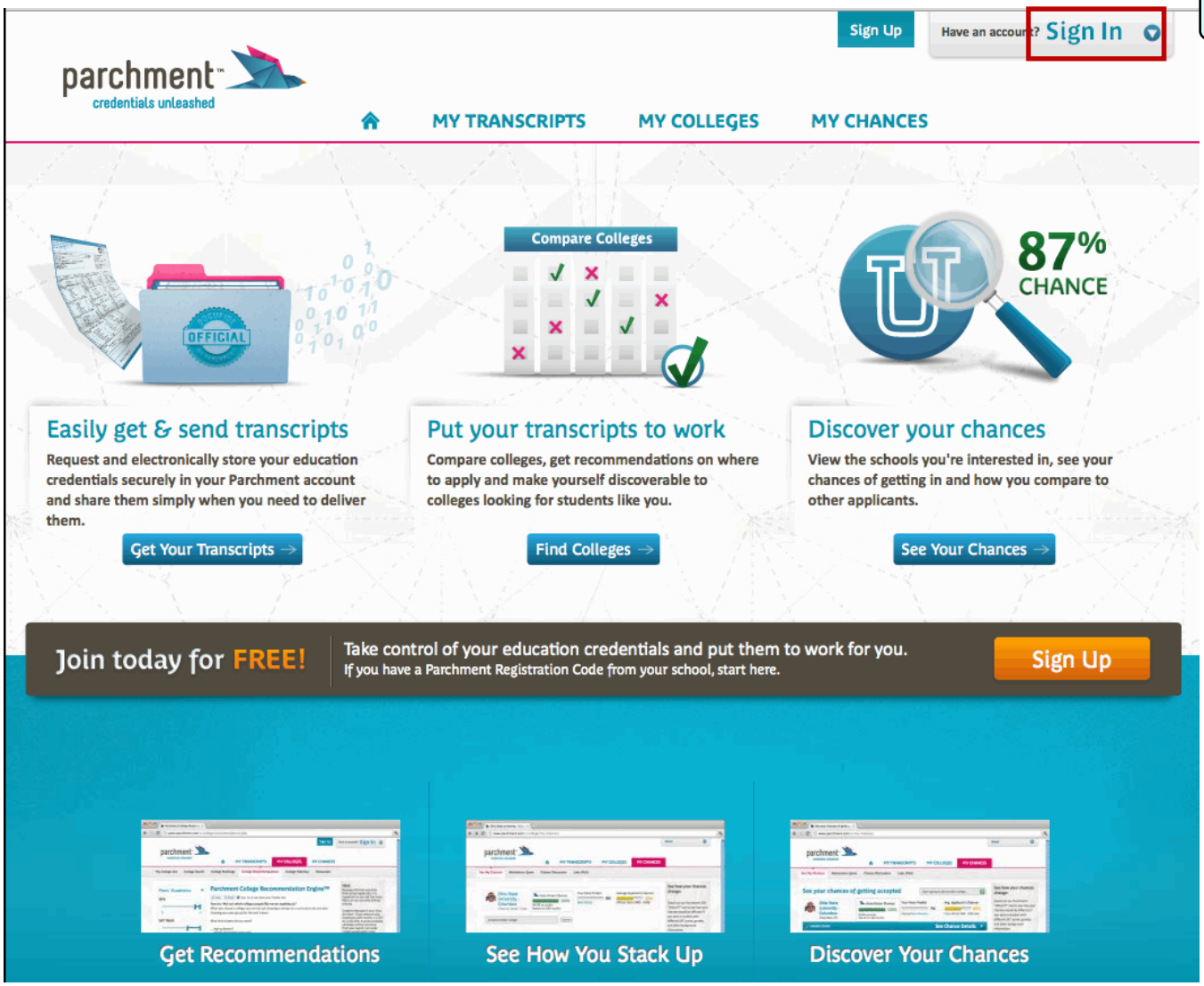
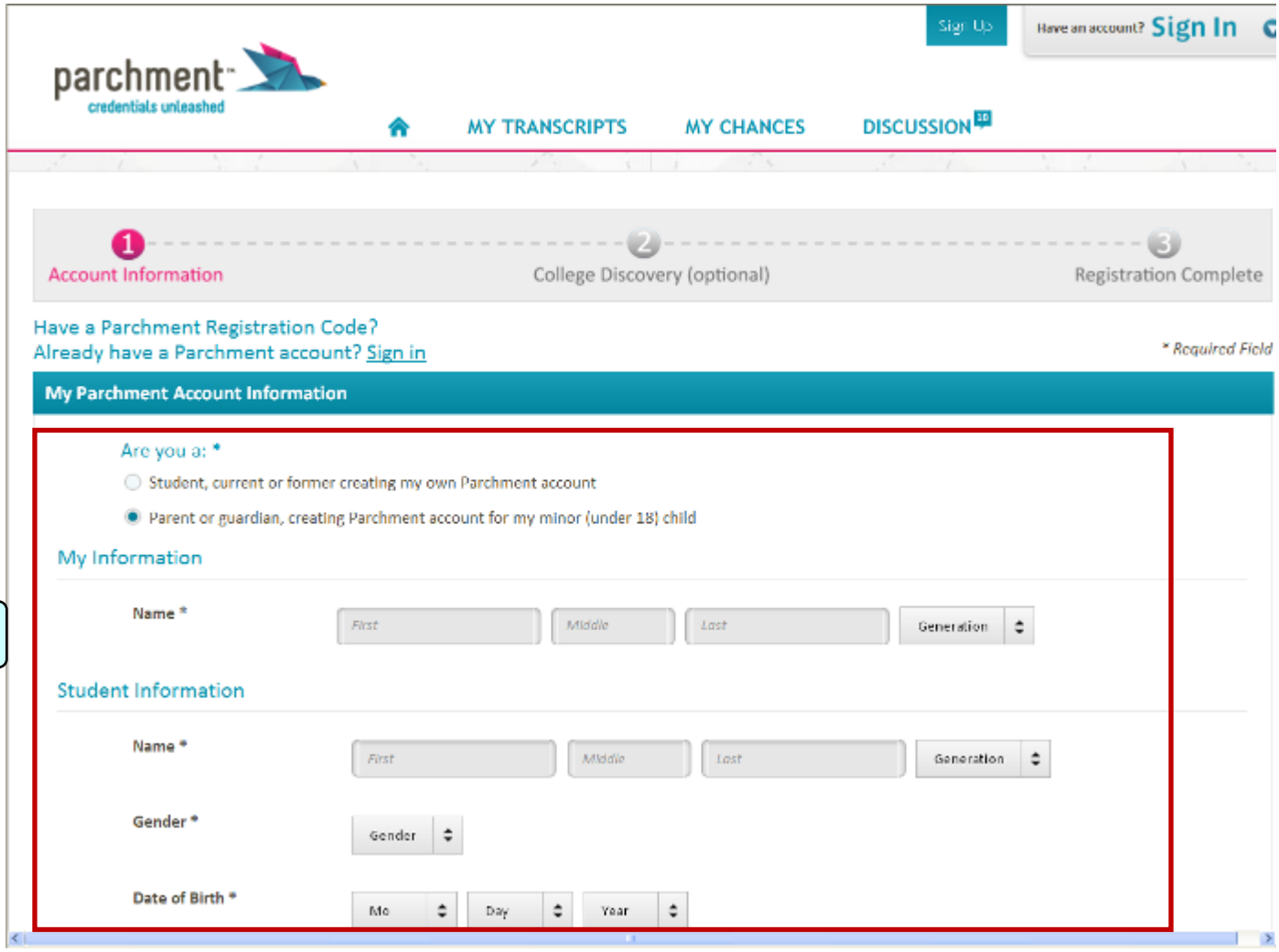


Step 3: Provide contact information for yourself and your child.



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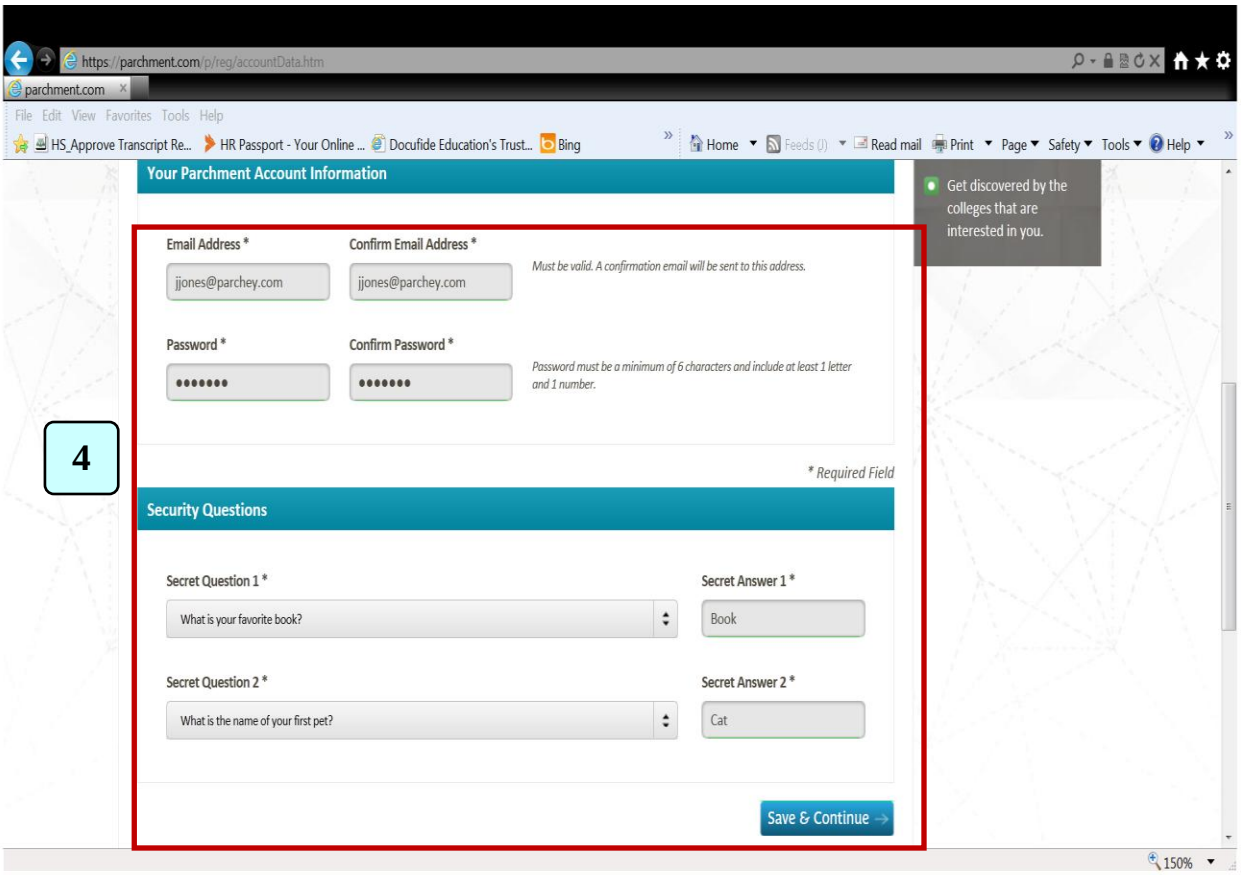
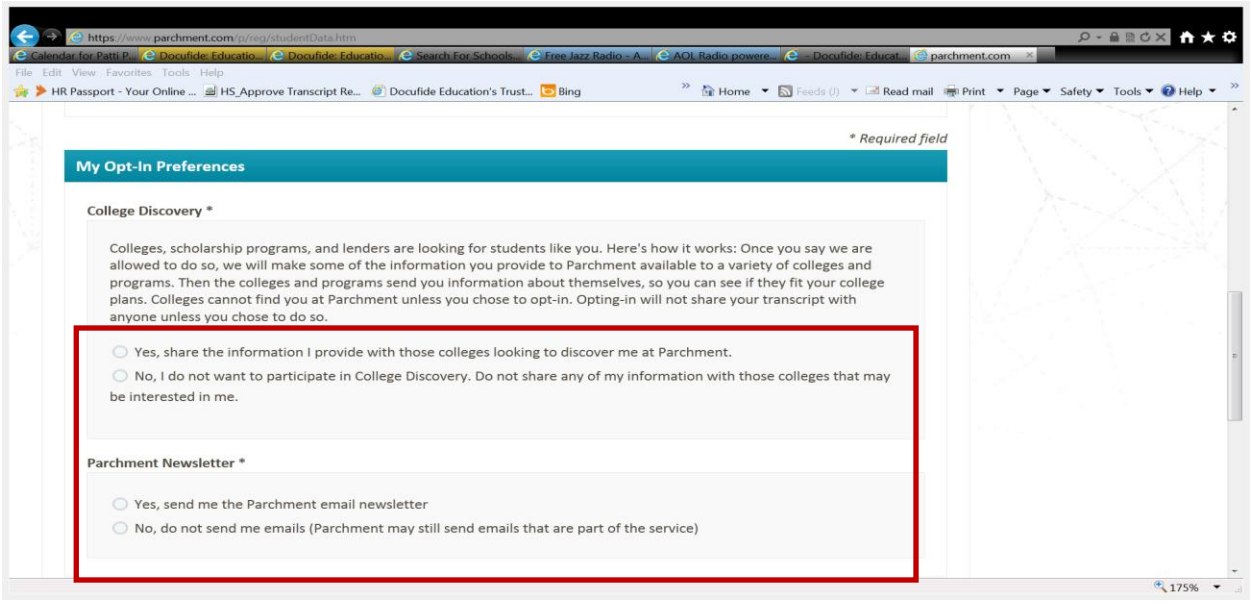
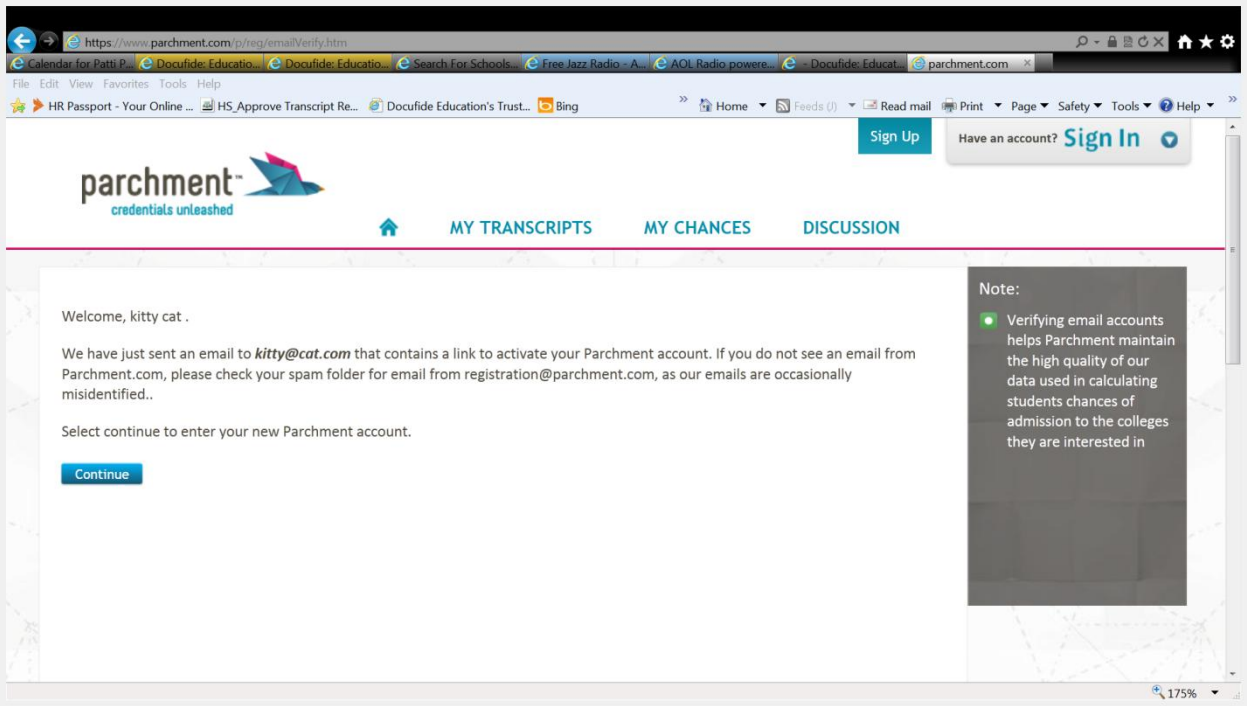
Step 4: Create your child's account by providing a valid email address and password, and answer two security questions in the event you need to retrieve a forgotten password. Click on the **Save & Continue** button.



Optional: You have the opportunity to select an "Opt in" preference. If you choose to "Opt in," you are approving your child's participation in Parchment's College Discovery program, in which Parchment will then share some of the information you provide to a variety of colleges and programs for these colleges/programs to send your child information about themselves. No information is shared without this approval.



You will receive confirmation that you have successfully created your child's Parchment account.

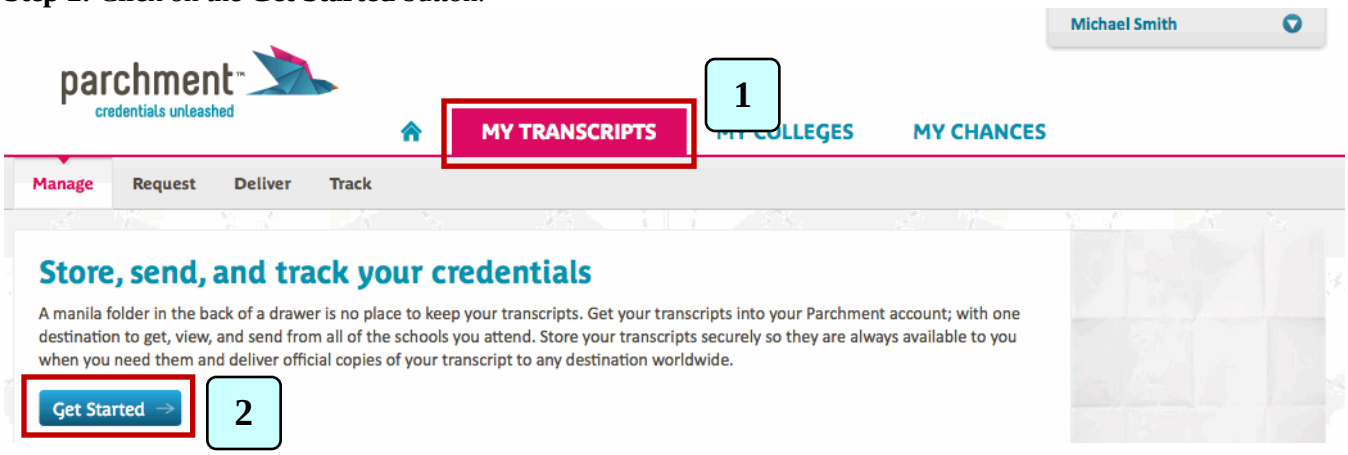


Add a School to Your Child's Account

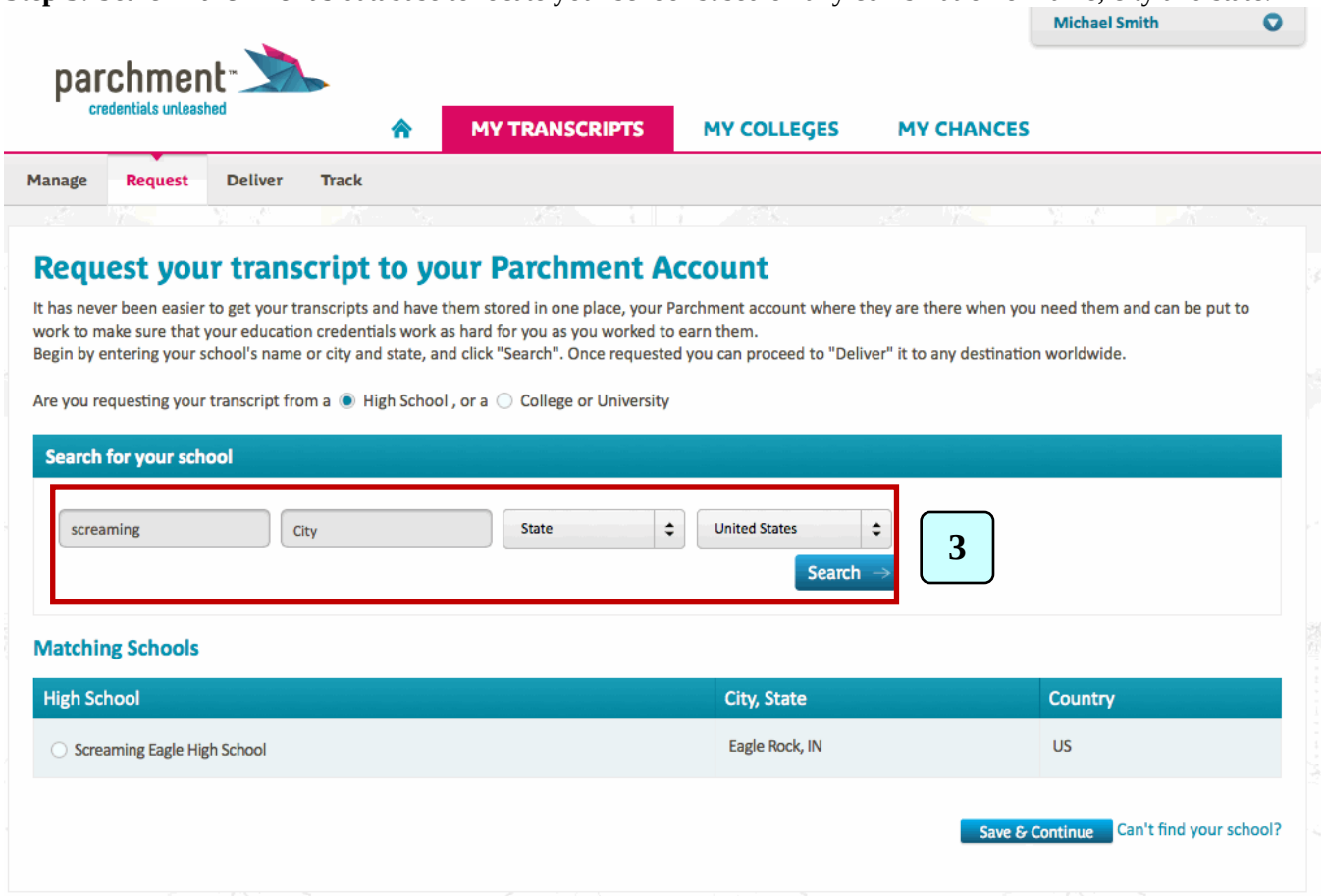
You can add your child's school to his/her account to begin requesting delivery of the transcript. To add a school to his/her account:

Step 1: Select the **My Transcripts** tab.

Step 2: Click on the **Get Started** button.



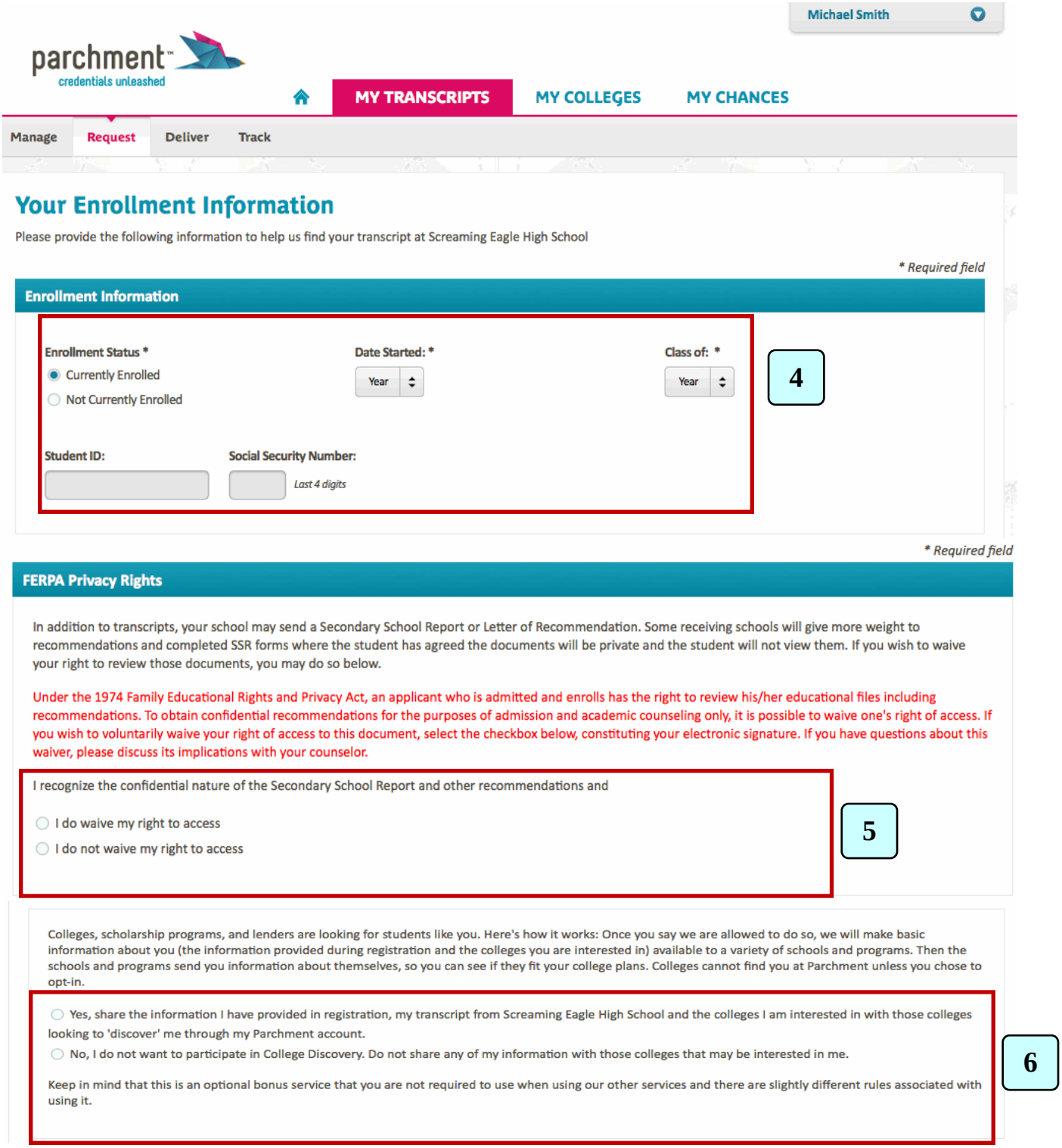
Step 3: Search Parchment's database to locate your school based on any combination of name, city and state.



Step 4: Provide your enrollment information. This step enables your school to locate your transcript.

Step 5: Indicate if you wish to waive your right to view your Secondary School Report or Letters of Recommendation.

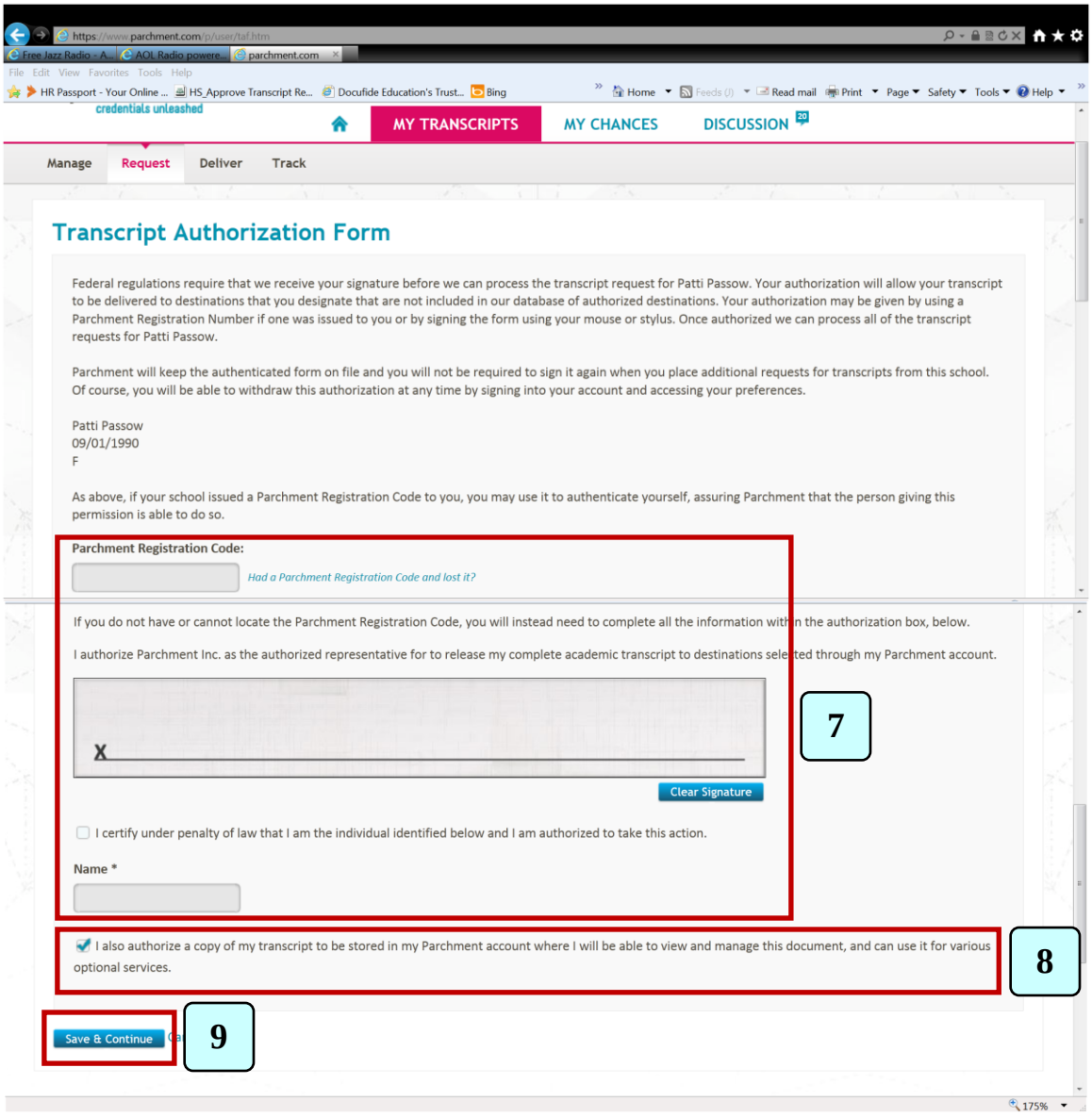
Step 6: Indicate if you wish to further refine your opt in settings for the voluntary College Discovery program.



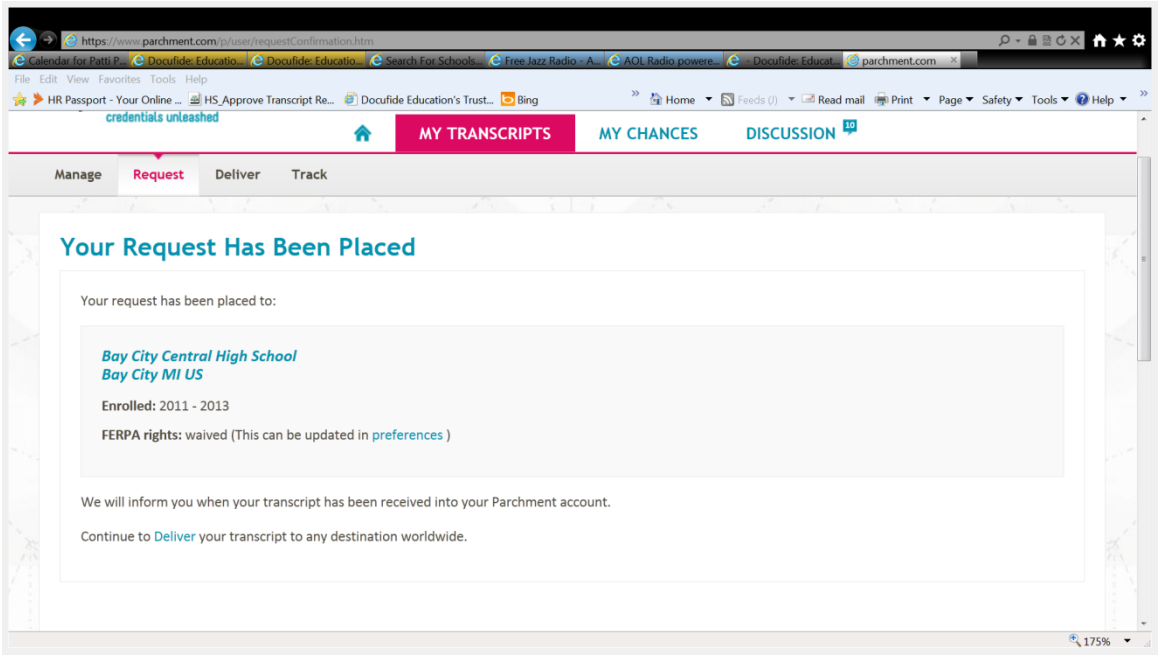
Step 7: Enter the Parchment Registration Code, or electronically sign the form using a mouse, stylus or touchpad. This step allows Parchment to process your child's transcript request.

Step 8: Check the box if you wish to request a free, unofficial copy of your child's transcript to be stored in his/her Parchment account.

Step 9: Click on the **Save & Continue** button.



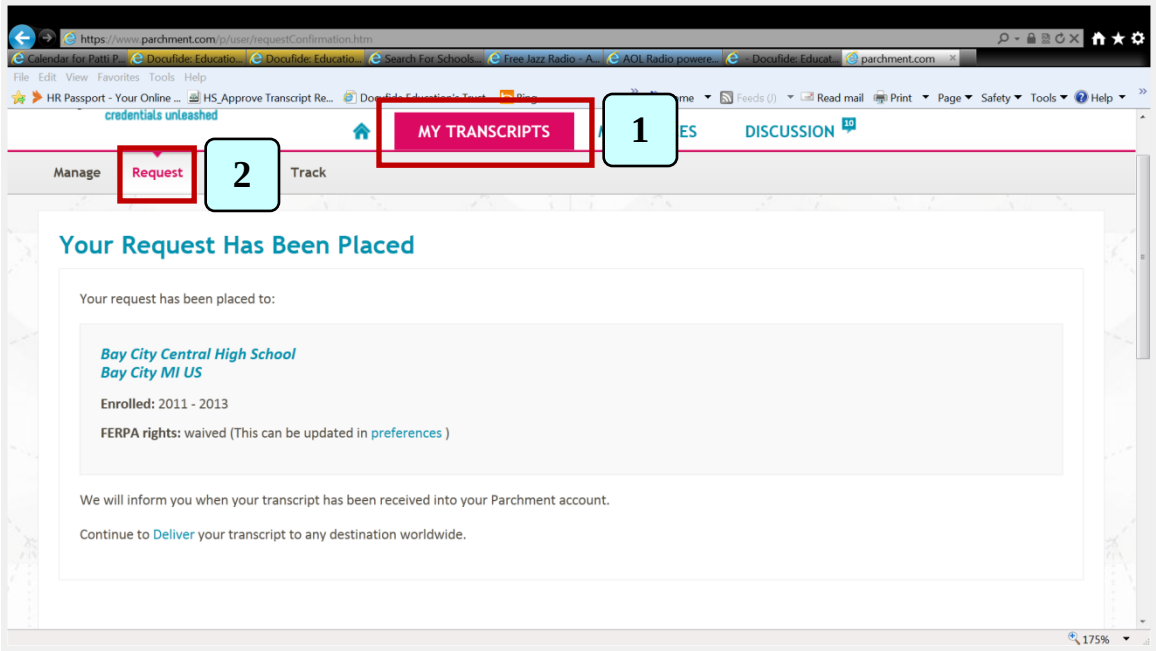
You will receive confirmation that your child's school has been added to his/her account.



Request Delivery of Your Child's Transcript

Step 1: Click on the **My Transcripts** tab.

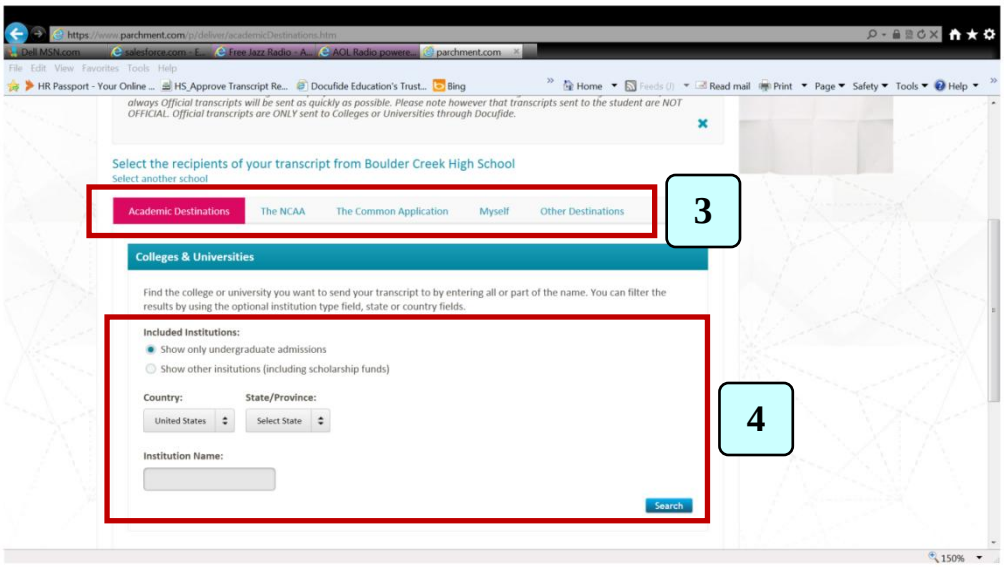
Step 2: Click on the **Request** tab.



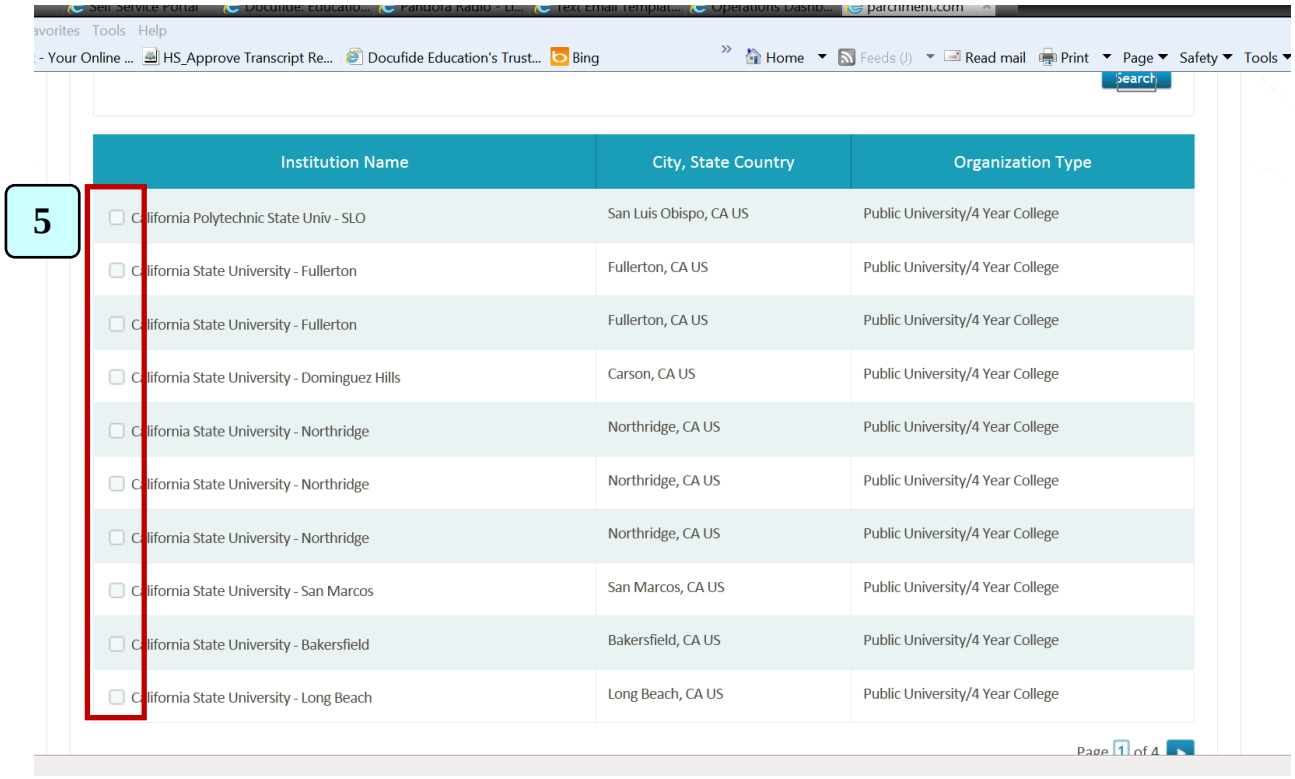
Step 3: Search for your destination. To narrow your search, click on the type of destination:

- Academic Destinations – colleges/universities and scholarship funds
- The National Collegiate Athletic Association
- Myself – send an official transcript to your email address or physical address
- The Common Application
- Other Destinations

Step 4: When searching for colleges/universities and scholarship funds, find your destination by using the name of the destination, city, state and/or country. Click on the **Search** button.

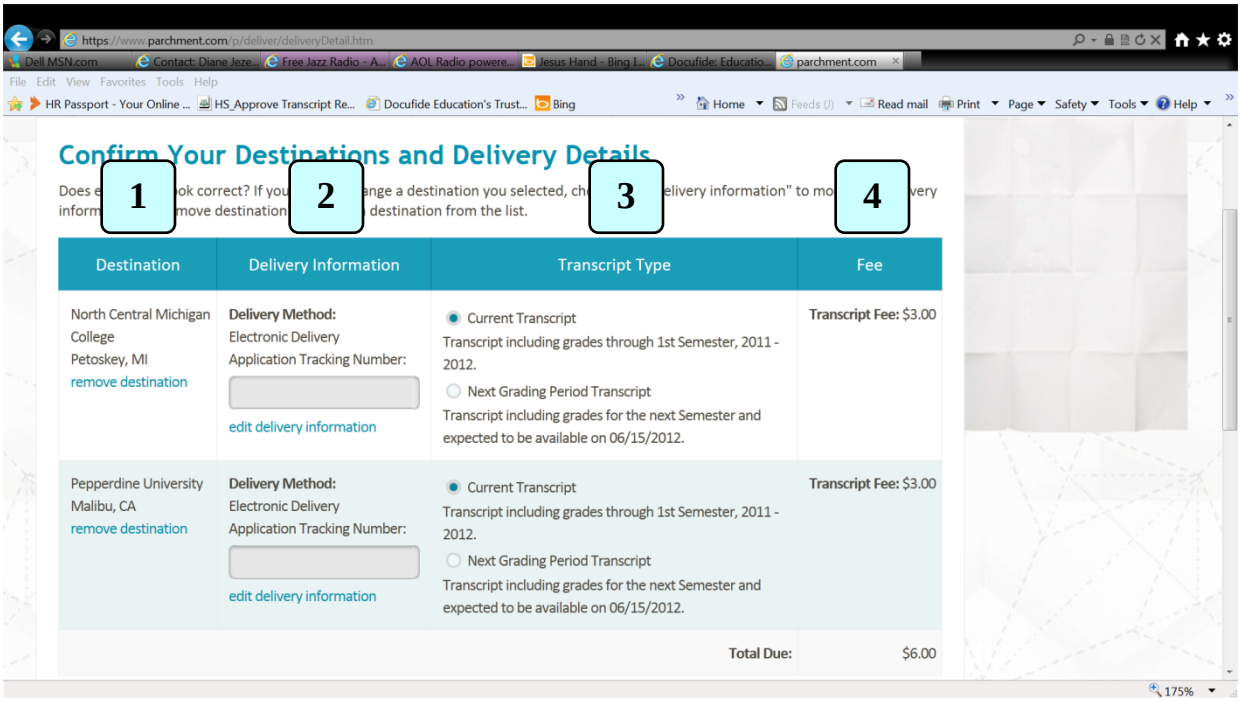


Step 5: Click on the box next to your desired destination(s).

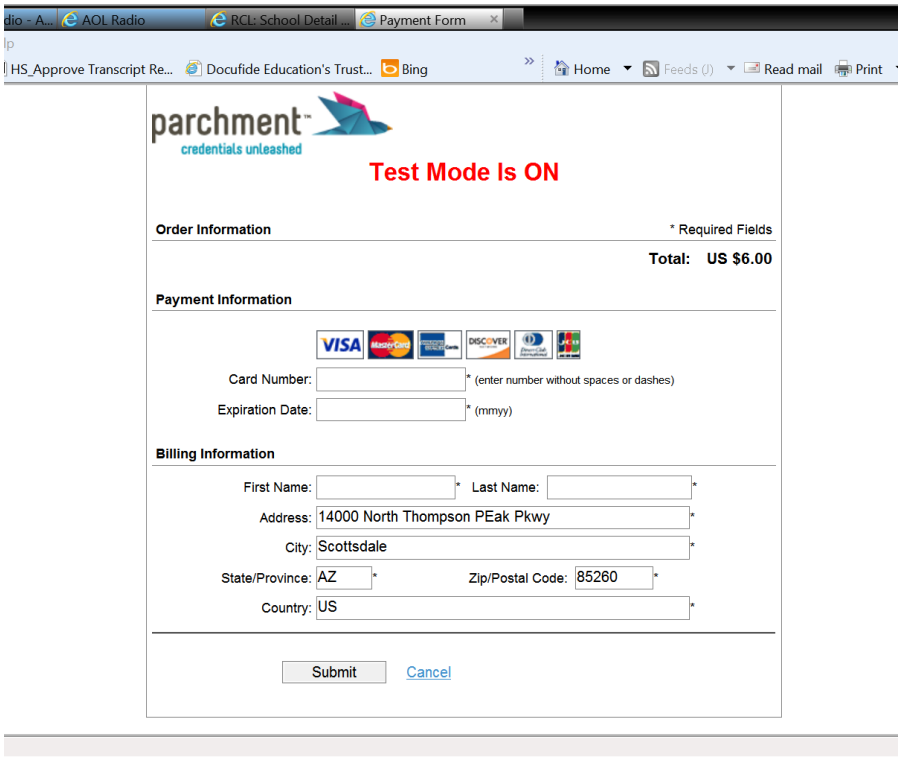


Step 6: Review the destinations and confirm that the selections are correct:

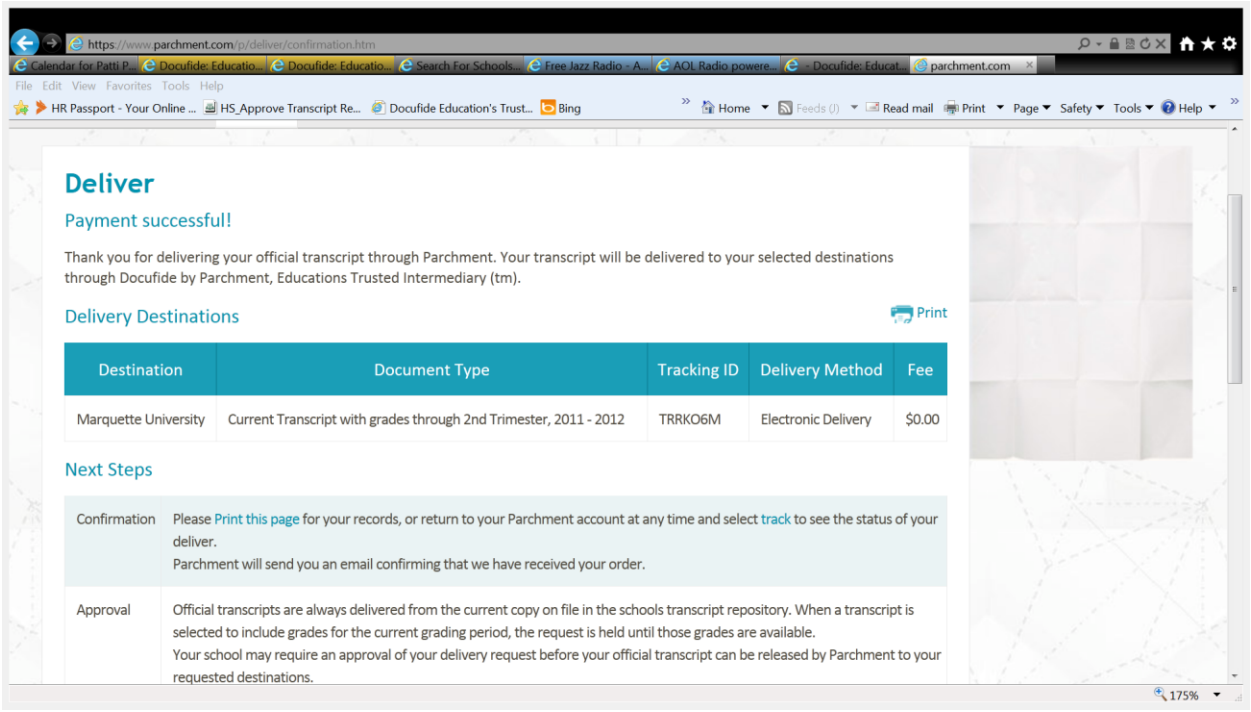
1. The first column will display the destinations, with an option to remove that destination from the order.
2. The second column will display the delivery method (electronic download for registered recipients and U.S. mail for non-registered recipients when the transcript must be printed and mailed by Parchment). Express delivery (for mailed transcripts) is available.
3. The third column will display the transcript type (the grading period that the transcript is to reflect).
4. The last column will display any fees.



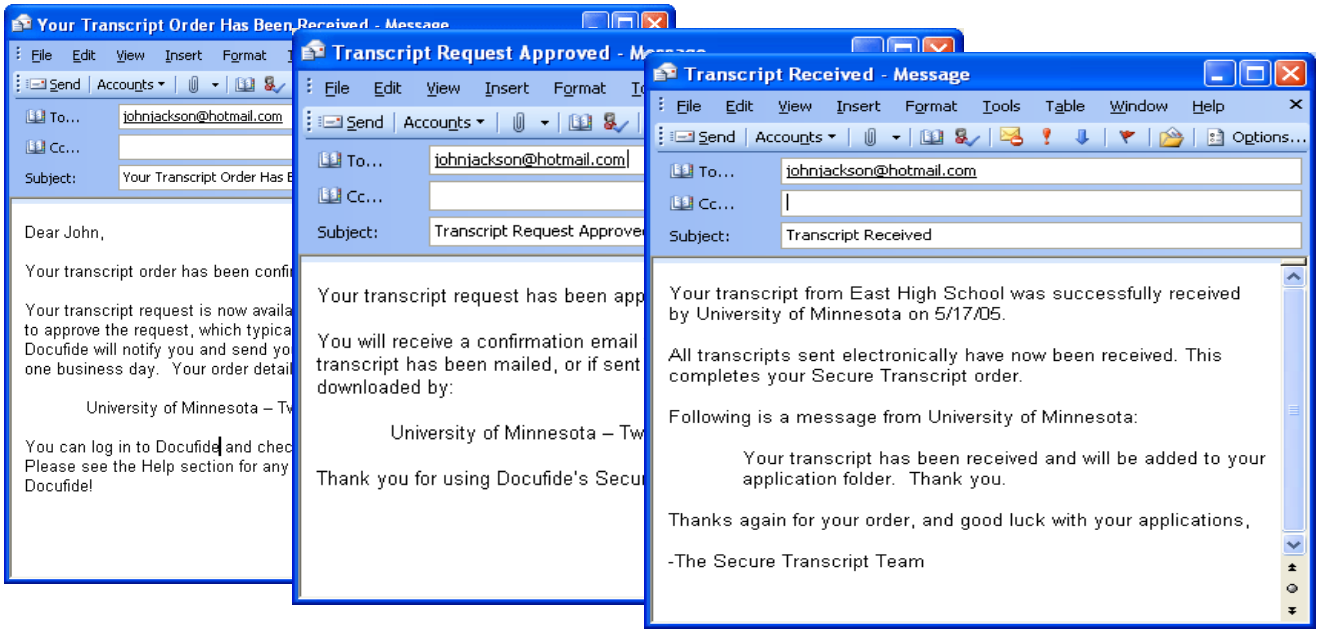
Step 7: Any payments are processed online. If no fees are incurred, the payment step is automatically skipped.



You will receive a confirmation describing the next steps for your transcript request(s) and Tracking ID(s) for your order.



You will receive automated confirmation emails when your request is received, approved by the school administrator and upon delivery.



This completes the transcript request process. For more detailed information on the request process, including the steps performed by the administrator at the sending school and at the receiving destination to complete the transcript exchange, view the CEPI website at: http://www.michigan.gov/cepi/0,4546,7-113-54112---,00.html.